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29 January 1970

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-4 to GS-5

25X1A9a

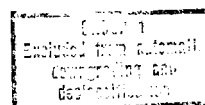
1. The official position title of clerk-typist belies the manner in which [REDACTED] has been carrying out her duties. In the fourteen months that she has been assigned to MBSD/ORD, she has not only steadily grown more proficient in her basic secretarial duties (typing, transcribing, recordkeeping, etc.) but has demonstrated a quiet initiative which has contributed immeasurably to smooth office function. In this regard she might more accurately be designated as expeditor or manager of office routines rather than a clerk.

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2. [REDACTED] has responded in a positive fashion to suggestions and constructive criticism from the senior secretary and project officers. She has learned quickly and adapted readily to the diverse personalities. She has proved to be capable of taking dictation and typing technical manuscripts in a number of fields proficiently with only a minimal amount of subsequent guidance from the project officers.

3. When confronted with unusual workloads or short notice deadlines, she has invariably responded in a mature and cheerful manner. Her disposition is consistently pleasant and has often been favorably commented upon by visitors. Her attitude to work is good and she works effectively with the senior secretary and interacts well with personnel from other divisions. In general her demeanor contributes to a congenial and productive work atmosphere.

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4. On the basis of (a) increased proficiency of basic secretarial skills, (b) rapid mastery of office routines, (c) ability to work effectively with and for diverse personalities, (d) excellent attitude toward work, and (e) clear-cut but quiet initiative [REDACTED] is recommended for a promotion to the next grade. Her performance in the last fourteen months, but especially the most recent six months, is to be commended and should be recognized by meritorious action.

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MBSD/ORD

CONCUR:

25X1A9a

Chief/MESD/ORD

2 Feb 70
Date

RECOMMEND APPROVAL:

[Signature]
Chairman, Special Panel/ORD

11 Mar 70
Date

APPROVAL:

[Signature]
Director of Research and Development

13 Mar 70
Date

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LTC ONLY

